

June 2003

**Information Update
from
the Office of the Chief, Medical Corps**

The following information is submitted for your information. Additional information can be obtained by contacting the Office of the Chief, Medical Corps (202-762-3060/3063/3062/ DSN: 762-3060/3063/3062). Please disseminate this information as widely as possible.

1. CME Requirements for licensure: Providers should be aware of the requirements for CME that are mandated by their states of licensure. Frequently these rules have time limits established (i.e. 50 CME credits earned each year). MTF Credentialing Departments do not usually track state specific requirements for CME. Several providers were recently caught unaware while on deployment that they could not renew their licenses because of failure to have enough CME credits. It is the responsibility of every provider to know the rules of their own licensure.

2. BUMED's Do Not Use (Dangerous) List of Abbreviations dated 16 June 2003: Misread abbreviations in charts and on handwritten prescriptions have caused serious problems for patients and staff. In order to eliminate some of the most common mistakes, BUMED recently sent out a letter documenting abbreviations that should not be used and those that are not recommended for use.

A. Don't use:

- a. Trailing zeros (ex 2.0 mg – correct 2 mg) and naked decimals (ex .5mg - correct 0.5mg);
- b. u or U – mistaken as a 4 or zero;
- c. ug – mistaken as mg when hand written;
- d. MGS04 and MSO4 – easily mistaken;
- e. I.U. or IU mistaken as IV;

B. Highly recommended not to use:

- a. cc – use ml;
- b. TIW – write out three times a week;
- c. SS – write out sliding scale;
- d. AU, AS, AD – mistaken for OU, OS, OD and put in eye – write out;
- e. SC – mistaken for SL – write out subcutaneous;
- f. HCT and HCTZ – write out;
- g. D/C and DC – write out;
- h. QD and Q/D- mistaken for QID – write out.

3. GME Applications: BUMED Note 1524 of 18 June 2003, which discusses the application process for Graduate Medical Education (GME) for physicians, is attached to this e-mail and can also be accessed on the BUMED Web at:
<http://navymedicine.med.navy.mil/instructions/default.asp?type=N> or by going through the home page www.navymedicine.navy.mil; under "Department" click on "Bureau of Medicine and Surgery's Organizations," then click on "Departments;" then along the left side under Navigation, click on "News and Publications," then click on "Directives" and search by subject for "GME." Physicians interested in applying for GME (residencies, fellowships, other educational opportunities) should be made aware of the following important dates:

- 1 July 03 - Web application activated
- 15 September 03 - Deadline for submission of Web application
- 17 October 03 - Deadline for application changes and supporting documentation
- 1 December 03 - Graduate Medical Education Selection Board Convenes

4. Process Improvement/ JCAHO resources: For information about subscribing to Joint Commission Perspectives or another JCR newsletter, go to www.jcrinc.com, click on Online Ordering, Newsletters & Journals, or call 800/346-0085, extension 558. For information on

process improvement issues go to BProcess Improvement at
<http://www.ihl.org/resources/continuousimprovement/index.asp>

5. DFAS Customer Service Numbers: If you have questions about your pay or what your pay will be like once retired, you can contact the customer service lines at DFAS: Active Duty Questions: 1-800-346-3374; Retired Pay Questions: 1-800-321-1080.

6. USO and Burlington Coat Factory Launches National Military Family Support Effort:

Burlington Coat Factory has begun a Military Family Support Campaign to assist military personnel and their families. Members of all branches of the U.S. military and their immediate dependents showing valid military identification, will receive 10% off their total purchase in any Burlington Coat Factory store nationwide through the end of the year.

7. Servicemembers May Have College Credit: Over 50 percent of GI Bill benefits are not used within the 10-year span of eligibility after separation. Many service members and veterans do not realize they have likely earned college credit through their military training, coursework, and occupational specialty. These credits will reduce the amount of time it will take to complete a degree and save tuition dollars. Service members and veterans who are interested in receiving credit for their service can get tips on doing so, as well as find schools that award credit for military service, at Military.com.

http://www.military.com/Content/MoreContent1/?file=college_credit&ESRC=MR.nl

8. FY-04 Promotion Results: The FY-04 promotion results will be released very soon. Specialty Leaders and senior leadership are encouraged to make contact with all of their officers who were considered for promotion. Congratulate those selected and career counsel those who were not selected. Counseling officers who have failed to select is not an easy task, but there are others who can provide assistance. The chain of command, specialty leader and detailee should work in concert to assist those who failed to select. Detailers play a key role in counseling officers because they have access to the officer's record and know the current policies regarding the rules for retention, continuation and involuntary separation. Key elements when counseling an officer who failed to select are:

- **Don't give up.** Believe in yourself. Remind yourself of how much you have accomplished in your life. Do not consider this a fatal blow to your career. Instead look at it as a temporary set back and possibly a redirection.
- **Give yourself some time** to absorb this and to deal with your emotions. Do this first, and you will be better able to prepare for the next board and plan for the future.
- **Try not to take it too personally.** The board is a competitive process and some wonderful people will not get selected. Selection zones range from 50 – 70% of all eligible.
- **Carefully reassess your goals, interests, skills and family needs** to make sure the Navy is what you really want.
- **Take a hard, objective look at your record.** If you believe your Navy career is worth fighting for and you have taken some time to absorb the board results, you will have to get a good objective assessment of your record before you can move on. Consider your record a picture that must have some missing pieces. You need to figure out what you can add to your record to show the board "the whole you." Review the board precept. Read your fitness reports as though you know nothing about your specialty. Get the Detailers and a few senior officers you trust to go over your record with you and ask them to be completely candid.
- **Get busy.** Fill whatever holes (if any) you find in your record. Submit copies of medals, diplomas, etc. which you find missing. Make a list of what information you want the board to hear about you. Ask senior officers who know you well for letters and share with them your assessment of what you think may be missing in your record (this is no time to be shy and modest). Make sure your next fitness report is the best it possibly can be; both by doing your best possible work and by making sure your fitness report input optimally reflects what you do and why it is important. When you have done all you can, sit back and stay positive.

Any officer who was a member of a Selection Board can not counsel or perform a record review with an officer that was consider for promotion by that Selection Board. The Detailers and the Corps Chiefs Offices' Career Planners can provide independent assessment upon request.

9. Surgeon General's Joint Specialty Leaders' Conference: The Joint Specialty Leaders' Conference, originally scheduled for 1-3 April 2003, has been rescheduled for 22-24 September 2003. This conference will be held with specialty leaders from all corps including the Hospital Corps and Reserve Specialty Leaders. On line registration should be available by mid July. Commands are responsible for funding this conference for specialty and enlisted technical leaders.

10. Funding of Specialty Board Examinations: NMETC will fund specialty and sub-specialty boards for American Board of Medical Specialists AND THE American Board of Osteopathic Specialists authorized examinations (first attempt only) and re-certification examinations. The NMETC MC Board/CME Funding Coordinator is responsible for managing all requests for Board funding. Requests should be received by NMETC no later than 6 weeks prior to the Board. Requests received less than 6 weeks in advance will result in payment of only Board fees (no travel or per diem). Point of contact is 301-295-0649/DSN: 295-0649; FAX: 301-295-6113.

11. Senior Executive Medicine Screening and Assignment Process: The FY-04 Medical Department Commanding Officer and Executive Officer Screening Board will convene in September 2003. This year, the Screening Board has been expanded to include all Senior Executive Medicine (SEM) positions within Navy Medicine. SEM positions include Commanding Officer (CO) and Executive Officer (XO) of a Medical Treatment/Dental Treatment Facility, CO/XO of Research/Educational Command or Unit, and Senior Operational and Major Staff Executive positions (such as TRICARE and the Office of the Secretary of Defense). Surveys have gone out to eligible CAPTs, CAPTs(sel) and Fiscal Year Below Zone for CAPTs (eligible only for senior operational and staff executive screening.) A command's endorsement is **required** for all SEM positions. If an officer is an O-5, their Commanding Officer's endorsement must also nominate them for the desired position. A CO should comment upon but is not limited to his/her direct knowledge of performance in the following areas: leadership, demonstrated creativity and innovation, knowledge of MTF/DTF operations, familiarity with manpower and personnel issues, experience working with the Fleet and Marines, collaborative ability with other agencies, and teamwork.

12. Establishing a Pay Record: In order to establish a pay record, the following must be received at BUPERS Code 822:

- a. Officer's Oath of Office form (the form they sign to accept their rank) for their current rank and for their rank as an Ensign if coming from an HPSP or USUHS accession program.
- b. G-02 Form (this is a form that PSD initiates which essentially says that the officer has checked on board).
- c. Copy of the officer's DD-214 (Discharge Paper) if the officer had prior active duty service.

The above documents must be faxed to BUPERS Code 822 at 901-874-2622. Please ensure that there are current contact numbers and/or e-mail address(es) to contact the officer should there be any questions by the BUPERS staff. The Point of Contact at BUPERS for questions is Ms. Brenda Johnson at 901-874-3241/ DSN: 882-3241.